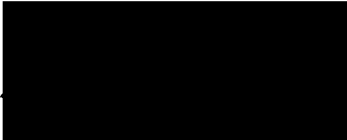


TO Chief, Records Services Division, General Services Office
FROM : Chief, Transportation Division, Logistics Office
SUBJECT: Special Courier

1. An agreement has been reached with the Logistics Officers of the DD/P Area Divisions, Technical Services Staff, and Office of Communications to deliver cables and dispatches covering shipping information on a twice daily schedule. This will eliminate the necessity of having each originator hand carry his cables or dispatches to the responsible Division, Staff, or Office.
2. It is requested that a special courier be made available for the purpose of carrying out this agreement. It will be necessary for him to report to the Administrative Staff, Transportation Division at 10:00 A.M. and 3:00 P.M. each day to make these deliveries. All material to be delivered will be held in a special box reserved for that purpose. Deliveries should usually take not more than one hour.
3. It is planned to make this procedure effective 1 November 1953.

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~~CONFIDENTIAL~~

~~Security Information~~